

NOMINATION FORM

NSWCCL EXECUTIVE AND COMMITTEE POSITIONS 2016/2017

POSITIONS TO BE FILLED

- a) Executive Positions: President, Vice-Presidents (3), Secretary, Assistant Secretary, Treasurer.
- b) General committee members (15)

Complete both Sections 1 and 2.

Background information on the role and responsibilities of the Committee and the Executive and on roles and expectations of individual executive officers and committee members is attached at **Section 3**. This general information will assist you in deciding on your nomination and in providing relevant information about yourself in **Section 2**.

If you would like to discuss further, contact the Secretary Therese Cochrane at 0402 013 303 therese.cochrane@nswccl.org.au

Completed nominations must be received by the Secretary no later than 5pm Wednesday 19th October 2016.

Submit: email scanned form: office@nswccl.org.au; fax 02 85804633; mail PO Box A1386 Sydney South NSW 1235.

Section 1

Candidate agreement to nomination

I, _____ having been a member of NSWCCL Inc for at least three months, agree to be nominated for the position(s)* of

_____ for the year 2016/2017.

Signed _____ Date _____

*If you nominate for an Executive position but are not elected - you can also stand for a general committee member position. To do so you **must** nominate for both options on this form: ie. **specific executive position and general committee member**'.

Nomination of candidate by CCL member

I, _____ being a member of the NSWCCL Inc, nominate _____ for the above position(s)

Signed _____ Date _____

Section 3

NSWCCL Executive and Committee roles and responsibilities

This summary is to help members understand the NSWCCL governance structure and the roles and Council expectations of executive and committee members. Apart from matters stipulated in the NSWCCL Constitution, the roles and expectations in relation to individual positions are guidelines and are, in practice, implemented flexibly.

Committee roles and responsibilities

'Subject to any direction by the Council in general meetings, the Committee has control and management of the affairs of the Council'. (NSWCCL Constitution: cl 21(1))

Committee members roles and responsibilities

All Committee members-including Executive officers- are expected to give meaningful commitment to the Council's work including actively:

- attending and contributing to Committee meeting discussions
- contributing to a major area of Council work and participating in an action group as member or convenor
- supporting Council fundraising activities and events
- attending external meetings and forums etc. on behalf of Council

Executive roles and responsibilities

'The Executive Committee shall act for the Committee between meetings and report to the Committee on these activities'. (NSWCCL Constitution: cl 22 (3))

In practice, the Executive undertakes a great deal of the preparatory work in formulating policies and strategies on major issues for consideration by the Committee and takes action, as it judges appropriate, on all urgent issues. The Executive also manages liaison with other Councils for Civil Liberties organisations and other relevant organisations and the administrative and office functions including any staff and volunteers/interns.

Executive officers roles and responsibilities

All Executive members are expected to give a significant commitment to the Council's work, attend at least two thirds of Executive meetings and be adequately prepared to participate fully in executive deliberations. Executive members form part of the Committee and are, of course, expected to fulfil Committee responsibilities.

In addition Executive officers have specific responsibilities

President

- provide leadership to the Committee and Council
- act as spokesperson and advocate for CCL,
- preside over Committee, Executive and general meetings,
- monitor the performance and behaviour of the Committee and Executive

Secretary

- make public statements *on behalf of the Council

- manage overall administrative functions of the Council including: preparation and follow up for all meeting; efficient operation of office and staff preparation, formal communications between the Council and external persons/agencies; oversight of regulatory obligations.
- provide monthly reports of council activities to the committee.

Assistant Secretary

- assist the Secretary as agreed and stand in for the Secretary when absent

Vice Presidents (3)

- stand in for President when absent
- take active leadership of and responsibility for **at least** one major CCL activity area
- attend and actively contribute to meetings of at least one action group meetings
- contribute to establishing links and building profile of the Council

Role of Treasurer

- Attend and contribute to relevant action group meetings
- Collect all monies due to council and ensure all authorised payments are made
- Ensure correct records and accounts showing the financial affairs of council are kept including receipts and details of expenditure
- Ensure the annual financial audit is conducted by the appointed external auditor in a timely manner for presentation to AGM
- Support and management of office staff in relation to all financial processing, recording and reporting processes.
- Provide monthly financial report to council meetings and advise on any financial issues of concern – or opportunities

September 2016